

SUBJECT: PETROLEUM CREDIT CARD USE

EFFECTIVE
DATE: 03-18-11 (replaces 09-16-09)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

POLICY

It is the policy of McIntosh Trail CSB to issue Wright Express & Fast Gas credit cards for purchases of gasoline, oil and related products.

PROCEDURE

1. Authorized purposes only:

Wright Express credit cards and Fast Gas credit cards are to be used only for State and CSB owned motor vehicles and equipment. Products and services obtained with credit cards are to be for official purposes only.

2. How controlled:

Credit cards are accountable items. Each center/program to whom credit cards are issued is responsible to maintain adequate control over their sub-issue and use. Control, for our purposes, should provide for immediate accountability as to possession and circumstances of usage.

3. How Used:

- a. The card is valid only for the vehicle for which the card was issued.
- b. The vehicle operator must obtain the issue copy or other record of the transaction from the commercial facility and deliver this to the proper supervisor on completion of use of the vehicle. These copies must be submitted to the Transportation Coordinator by the supervisor with the appropriate accounts code indicated. The Transportation Coordinator upon completion of Utilization and Cost Data Report will forward to Accounts Payable Department for retention.

4. Prohibitions on Use:

All credit card holders will be governed by State Law in regard to accepting gratuities or trading stamps from commercial service stations. This does not preclude the use of free services such as parking, car wash, etc.

5. Lost or Damaged Cards

In the event that a credit card is lost or misplaced, the individual responsible for custody of the card will immediately notify his/her supervisor who will, in turn, notify the Chief Financial Officer and the Vehicle Transportation Supervisor who will replace the lost or stolen credit cards.

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PROCEDURE (Continued)

6. Investigations

Whenever there is evidence that a credit card has been willfully used or caused to be used for other than official purposes, the Center/Program Director responsible for custody and control of the card when used will cause an investigation to be made to determine responsibility for such misuse. The results of such investigations may be used as basis for subsequent legal, pecuniary, or disciplinary action.

All investigations must be documented and submitted to the Executive Director for final action.

7. Claims

Whenever there is any indication that the State has a right to action against any person to recover costs incurred by the misuse of a credit card, and the program is unable to resolve the incident within its own resources, the program responsible for investigating the incident shall submit all its investigation to the appropriate authorities.

Prior to reporting incidents of misuse to the appropriate authorities, copies of all documents and data pertaining to the incident must be submitted to the Executive Director and the Chief Financial Officer.